

MI-WIC POLICY

Nutrition Services

5.0 Nutrition Services

Effective Date: 11/06/14

5.08 Nutrition Education Collaboration

Exhibit 5.08A Sample Nutrition Education Collaboration Agreement

Implementation date: _____ (insert start date)

Termination date: _____ (insert end date, not to exceed 365/366 days)

Nutrition Education Collaboration Agreement between

_____ (Local WIC Agency) and _____ (Collaborative Program)

We, _____ (Collaborative Program) and _____ (local WIC agency), agree to work together to provide education to clients in the Women, Infants and Children (WIC) program according to the following terms.

A. _____ (Collaborative Program) agrees to:

1. Provide _____ (number) WIC education sessions for the year beginning _____ (date) and ending _____ (date). Total number of education sessions is based on _____ (number) different topics, each repeated _____ (number) times.
2. Engage WIC clients in education for approximately _____ (number) minutes at each session.
3. Evaluate the education provided to clients and what clients might have learned from the education. Share evaluation results with the WIC Coordinator _____ (insert frequency of sharing.)
4. Provide education on the agreed upon schedule. For example: "Every Wednesday between 1 and 3 PM unless the WIC agency or collaborative program offices are closed for an official holiday.") Specify schedule:

5. Conduct education sessions at _____ (location). (See B. 2. below)
6. Work with designated WIC staff to identify lesson modules that meet WIC nutrition education criteria and are within the job scope and training of the presenter.
7. Acknowledge that it is the responsibility of the Supervisor to train and supervise the staff providing the education. Discuss communication needs and processes (i.e., which WIC staff will be available to answer client questions, etc. (See B. 5. below)
8. Provide the agreed-upon education materials. For example: food models, copies of handouts, food for demonstrations, food preparation equipment. Specify materials:

9. Acknowledge it is our responsibility to provide notification to the WIC local agency, and/or back-up instruction in the event that the presenter is unable to teach the class.
10. Communicate regularly with the WIC Coordinator about identifying and meeting client needs, evaluation of sessions, and related issues.

B. _____ Local agency, WIC Program agrees to:

1. Recruit and schedule WIC clients for education sessions, aiming for a minimum of _____ (number) and maximum of _____ (number) clients per class, and notify the collaborative agency if class is cancelled.
2. Provide space and room set-up for education sessions. [Negotiable]
3. Provide the agreed-upon education materials. For example: food models, copies of handouts, food for demonstrations, food preparation equipment. Specify materials:

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Communicate regularly with the collaborative agency staff about meeting client needs, planning and lesson development, evaluation of sessions, and related issues.

4. During education sessions, have a staff person (CPA, Nutritionist, or RD) available to answer client questions.

C. Funds Exchanged for Services

1. Provide payment of _____ (amount) for the year, based on a fee of _____ (amount) per session. The total fee will be adjusted on a prorated basis for sessions that are cancelled. Payments will be made according to the following schedule:
2. Check and initial if payment is not applicable: _____

D. Civil Rights Assurances

Both parties agree to assure that the civil rights of applicants and clients on the WIC Program are protected as stated in Policy 1.09, Civil Rights.

E. Amendments

This Nutrition Education Collaboration Agreement may be amended by either party. Such amendment must be written, signed by all parties, affixed to this Agreement and made part thereof. Should any part of this Agreement be deemed invalid by action or law, the remaining sections shall remain in full force and effect.

This Nutrition Education Collaboration Agreement is in full force and effect, contingent upon availability of funds. This Nutrition Education Collaboration Agreement may be terminated by either party by giving _____ days written notice to the other party stating the reasons for termination and effective day, or upon the failure of either party to carry out the terms of the Nutrition Education Cooperative Agreement by giving 10 days written notice stating the cause and effective date.

If the WIC Coordinator, Health Officer, or Collaborative Program Supervisor or Director change, the agreement must be initialed and dated by the new personnel and a copy sent to the other three parties.

_____(_____) _____
WIC Coordinator Date
(or designated WIC representative)

_____(_____) _____
Collaborative Program Supervisor Date

_____(_____) _____
Director/Health Officer Date

_____(_____) _____
Collaborative Program Director Date